Mail Prep and Entry Steering Committee Meeting
August 19, 2014
9:00 a.m. – 12:00 noon

Location: USPS Headquarters
NOC Room 7801 – 7th Floor
475 L'Enfant Plaza SW

Welcome

- Cathy Moon reviewed the agenda and Paul Mitchell kicked off the slide presentation.

LSS Project SAMP Improvement

- The goal of the Stand Alone Mail Prep (SAMP) project is to improve productivity of ACTs per hour.
- Team identified issues with the Automated Bundle Separation Unit (ABSU) and have pursued appropriate software changes at the Dulles facility.
- Team developed job aides and tools and will share best practices with all sites.

Pilot Program

- Dulles P & DC was chosen as the location for the pilot program.
- The SAMP Operations was tested using three (3) and four (4) prep operators. Tests were performed in 2-hour incremental time slots.

Recent DMM Changes

- To reduce the size of the DMM without changing its content, the Postal Service (USPS) introduced a streamline version of the DMM, effective June 4, 2014.
- The overall objective of the streamlined version, is to make the DMM more user-friendly. This includes quicker, easier and more convenient to use.
- Chapters 200, 300, and 400 were consolidated to create a completely revised Chapter 2.
- The Quick Service Guides (QSGs) have been renumbered to align with the new Chapter 200, and updated with the new DMM reference information. Appropriate Customer Support Rulings have also been updated.
- In July 2014, the USPS revised Sections 203, 207, 601, 608, 703, and 703.
- In the June 26, 2014 edition of Postal Bulletin, USPS published information that Section 604.5.1 was revised to permit less than the current minimum volume for permit imprint mailings when mailers submit electronic postage statements and piece-level barcode information for single-piece First-Class Mail.
- Some eDoc's are not being properly completed and it is having an impact on the Postal Service's ability to do a thorough analysis.
- Elimination of Business Reply Mail (BRM) Parcels: The Postal Service revised DMM 505.1.4.1 to defer the effective date for eliminating mailer's option to use Business Reply Mail to pay postage for parcel-shaped items.

Updates since 05/20/2014: Idea Log

- During the May 2014 call, it was stated that item numbers 8, 66, 94, 101, and 102 were closed. Item #36 was completed.
- There are 26 items that remain on the Benefits/Effort (B&E) Matrix.

Review B&E Matrix

- Below is a breakdown of the remaining items by priority level:
  - High: nine (9), Medium: ten 10, Low: six (6) and one (1) pending further review.

- All of the 26 items were reviewed. Listed below are the key items that required the most discussion, required further action and / or final agreement was reached regarding a specific item:

High Priority Items

- **Item 10** (FCM Palletization Requirements)**:** Several calls have been made. ***Action Item: Further clarification is needed on the specific DMM requirements for FCM palletization***

- **Item 12** (CSAs)**:** Progress is being made, including the ability to make edits without having to start the process from the beginning. This capability is currently being piloted in four USPS Areas.

- **Item 13** (Co-mingled Bound Printed Matter)**:** This item was not selected for 2015. It will be considered for 2016.

- **Item 43** (Benefits of Cost Based Rates)**:** This is being reviewed by Pricing.

- **Item 76** (Low Volume Pallet Entry): The way mail is physically presented at the time of the drop shipment does not always match what is on the PS Form 8125. Therefore, this is causing a Sox compliance question in the field sites. More palletization is taking place and more placards are being used. ***Action Item: Submitter indicated situation has improved recently. Monitor for 3 more months and close if no further issues.***

- **Item 79** (Bundle & Container Pricing)**:** There is a proposed change with the next rate change which may be January 2015. Change is proposed for 2015, but may not necessarily take place in January.

- **Item 80** (Container and Pound Pricing)**:** USPS is proposing that this item be merged with **Item 79**. However, mailers prefer that they be kept separate.

- **Item 95** (DMM vs. CSA)**:** This item is linked to **Item 12**. The LSS project working on this issue is making progress.

- **Item 96** (Fuller Trays)**:** No change. Item is still under review.

Medium Priority

Item 11 (Non-Automation / Presort Mail Rules)**:** Clarity from industry is still needed. ***Action Item:*** Committee recommended that this item be referred to User Group #5 (MTAC).

Item 21 (Eliminate 3-Digit CR / STD and Periodical Letters)**:** This item was discussed on the June 2014 call and it pertains only to letters. ***Action Item: Determine the volumes are that is involved and the impact on mailers.***

Item 23 (Origin Entry Separation)**:** The impact on mailers has not been received. ***Action Item: Clarification is needed and what kind of originating trays should be used needs to be determined.***

Item 26 (Bundle Processing Bottleneck)**:** SEM module has been installed. Additional discussions with OIS and Engineering are needed.

Item 44 (Re-qualify Mail Requirements)**:** It is anticipated that the issue will go away with the implementation of seamless acceptance (First-Class Mail letters*).* Consistency is needed across the country. ***Action Item: Follow up with FC Mailers.***

Item 62 (Carrier Management of UAA)**:** It was proposed that this item be closed after this meeting. This pertains to First-Class Mail only.

Item 74 (Removal of Origin Sack Mail)**:** ***Action Item: Industry should be engaged in the discussions, and USPS has an LSS project on this item.***

Item 81 (Five (5)-Digit Containers to the Deepest Possible Destination Facility)**:** Hubs address part of the issue. Currently, MTAC Workgroup 159 is working on the issue. ***Action Item: Refer this item to UGs 3 and 9.***

Item 82 (Strategy to Increase the % of Flats that Co-mail)**:** According to mailers, this is a pricing and committee recommended closing.

Item 93 (Opportunity to Improve Scheme Design)**: Committee recommended closing.**

Low Priority

Item 83 (Enhance Address Label to Include CRRT)**:** The Committee recommended closing this item.

Item 84 (Re-evaluate Non-Machineable Barcodes Rate)**:** ***Action Item: Further review and discussions will need to take place.***

Item 85 (Enhance DPS Bundle – SAMP)**:** Continuing to work closely with Engineering and Operations.

Item 87 (FSS Container Preparation)**:** The Committee recommended closing this item.

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- **Item 91** (Explore Pricing Methods – FSS)**:** This item is proposed for 2105.

- **Item 117** (Increase Standard Mail Flat maximum weight to 20 oz.)**: The Committee recommended that this item be reviewed. Why can't this item be a simple change?**

- **Item 104** (Explore New Presort Options for Parcels)**: *Action Item:* *This item to be discussed further at Focus Group sessions.*

Important Note: *Going forward, only those items where there is progress being made will be discussed, including High, Medium and Low priorities.*

Next Steps and Wrap Up

Wrap Up

- Slides that were presented at the **Joint Flats Strategy Meeting** held on August 18, 2014 were shown. Topics cover included:

    - Cost Attribution for Collating Saturation & EDDM
    - Benefits of FSS Scheme Pallets
    - Preliminary Q3 Data – trending higher
    - Short-Term Solution
    - Longer-Term Solution: "Sort to Prep" SAMP Sorter
    - Bundle Breakage – Overview Slides (Small group to be established to analyze breakage)
    - Transition Planning – Subgroups under Steering Committee (Small Costing Deep Dive, Bundle Breakage and Automation Compatibility for Flats (Sunset separate Flats Strategy meetings)
    - *Action Item:* *Slides will be sent to the Steering Committee members.*

Next Webinar Meetings

- September 18, 2014, 2:00pm – 3:00pm EST
- October 16, 2014, 2:00pm – 3:00pm EST

Next Face-to-Face Meeting

- November 18, 2014, 9:00am – 12:00pm EST